



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY EQUIPMENT AND PROPERTY SUPERVISOR	34	G	9.340

#### DEFINITION OF CLASS:

Under general direction, of the Assistant State Forester, has statewide responsibility for the procurement, fabrication, and inventory of Division equipment and property; training in operation and safe use of equipment; acquisition of permits, registration, and insurance on all Division equipment; authorization for disposal of equipment; and performs other duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Determines requirements, coordinates and performs the purchasing of equipment and property for the Division of Forestry. Authorizes purchases from the General Services Administration (GSA) and coordinates acquisitions of federal excess property with the U.S. Forest Service. Resolves problems with GSA acquisitions with the Discrepancy Center.

Screens federal excess property, inspects equipment in the field, and manages the acquisition/transfer process. Monitors and approves excess property orders submitted by regional offices. May pick up and transport equipment to the Nevada facility for repair and/or conversion to fire fighting status.

Prepares bids for items required by the Division and local fire departments. Coordinates State and federal acquisitions with regions, State Purchasing, Budget Division, and the State Controller's Office. Issues property numbers and location codes for all property and equipment acquired and enters in the computerized inventory database. Determines and obtains proper federal and State permits, registration, and insurance coverage for equipment. Randomly checks drivers for required licenses to operate specific pieces of equipment.

Maintains computerized inventories for federal, State, and county equipment for 30 statewide locations. Coordinates a statewide annual physical inventory with regions and State Purchasing. The inventory must reconcile with State Purchasing. Using the computerized inventory database, inventory reports are compiled and distributed to the regions.

Approves disposal requests from the regions and coordinates disposal of equipment. Equipment may be sold, auctioned, or reissued to other entities. Monitors the movement of vehicles and equipment in the Western Nevada region.

As Division Safety and Training Officer, trains regional screeners in how to inspect equipment and how to acquire equipment using the excess property program. Provides annual "train the trainer" instruction for regional staff in the proper operation and safe use of equipment. Provides fire

**EXAMPLES OF WORK:** (cont.)

suppression training to new firefighters, as needed, and refresher courses for all firefighters every two years.

Periodically inspects operation of the equipment, analyzes equipment costs, and determines reasons for recurring breakdowns or excessive wear.

As a member of the Accident Review Board, investigates all accidents involving Division equipment to determine injury and major loss.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of the design, construction, operation, maintenance, use and repair of vehicles, trucks, heavy equipment, tractors, fire pumps, and other mechanical equipment. Knowledge of sources of procurement of equipment and supplies including federal excess property. Knowledge of and ability to write equipment specifications. Knowledge of perpetual computerized inventory systems and ability to install and maintain such. Knowledge of State safety regulations and OSHA rules and regulations. Knowledge of fire prevention and suppression techniques.

Ability to operate and instruct on the operation of heavy equipment and a variety of vehicles used in fire fighting. Ability to appraise the equipment requirements of the Division and Volunteer Fire Departments. Ability to supervise inspection of such equipment. Ability to analyze equipment costs and reasons for reoccurring breakdown and excessive wear. Willingness to work long and irregular hours and to travel extensively.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of design, construction, operation, maintenance, use and repair of vehicles, trucks, heavy equipment, tractors, fire pumps, and other equipment designed for fire fighting. Knowledge of purchasing principles and practices such as specifications and standards, contracts, pricing procedures, valuation of equipment, and receiving. Knowledge of terminology and reference materials pertaining to the area of purchasing. Knowledge of computerized inventory systems. Knowledge of OSHA rules and regulations. Knowledge of federal excess and surplus property programs.

Ability to perform physical inventories and inspections of equipment. Ability to conduct training in proper operation and safe use of heavy equipment and motorized fire fighting equipment. Ability to analyze inventory data to recognize errors and make corrections.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from high school, vocational school, or the equivalent and four years of journey level experience which included responsibility for procurement, operation, maintenance, and repair of vehicles and heavy equipment and motorized fire fighting equipment. At least two of the four years experience must have been in a supervisory capacity; OR

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An equivalent combination of education and experience above the high school level that provided the applicant with the required entry level knowledge, skills and abilities.

LICENSE:

Must possess a Commercial Driver's License at the time of appointment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.340</u>
REVISED:	5/18/77
	7/1/87P
	10/17/86PC
REVISED:	7/1/93P
	3/9/93PC
REVISED:	10/7/94UC